PROCUREMENT REPORTING

- DD Form 350

- DD Form 1057

ARMY PD2 Conference June 2002

Data Collection Point for Army and Other Defense Agencies

Department of the Army

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DD Form 1057

- *** Eliminate DD1057 *** (report on DD350)
- $25,000 or less
  - Exclude IMPAC Card Buys up to $2,500.00
  - Exclude SB Competitiveness Program (DD350)
  - Exclude Very Small Business Program (DD350)
  - Include IMPAC Card Orders ($2,500.01 - $25,000.00)
- Monthly Summary of Actions Obligating/Deobligating Money
  - Submit a Zero Actions/Dollars Report.
- Due 1 Day after Month End
- Requirement - DFARS 204.670-2

DD Form 350

- *Used for ALL Contract Actions in lieu of DD1057*
  - *Not a requirement. Elimination of 1057 is optional.*
- *DD350 Actions are those not on DD1057*
  - *include the non-DOD requirement of a contracting action regardless of dollar amount*
  - *include Verbal Orders using IMPAC Card as Payment*
- *Contract Action Obligating/Deobligating Money*
- *New Report Number for Each Contract Action*
- *Complete Report Within 1 Day of Signing*
- *Requirements - DFARS 204.670-2*

NO DD Form 1057s

- AA12 Sierra Army Depot
- AA14 Tooele Army Depot
- AB15 USA Communications-Electronics Command
- AB32 USA Communications-Electronics Command
- AD17 US Army Robert Morris Acquisition Center
- AD21 US Army Robert Morris Acquisition Center
- BT10 U.S. Army Infantry Center
- BT11 U.S. Army Signal Center
- BT19 U.S. Army Combined Arms Center
- BT23 U.S. Army Armor Center and Fort Knox
- BT47 U.S. Army Training Center
- BT51 U.S. Army Air Defense Artillery Center
- BT57 Directorate of Peninsula Contracting
- BT59 U.S. Army Combined Arms Support Command
- BT60 TRADOC Acquisition Center
- BT63 U.S. Army Intelligence Center and

NO DD Form 1057s

- CA03 USA Engineer District, Little Rock
- CA09 USA Engineer District, Los Angeles
- CA17 USA Engineer District, Jacksonville
- CA25 USA Engineer District, Rock Island
- CA29 USA Engineer District, New Orleans
- CA33 USA Engineer District, New England
- CA38 USA Engineer District, Vicksburg
- CA41 USA Engineer District, Kansas City
- CA42 Vicksburg Consolidated Contracts Office
- CA45 USA Engineer District, Omaha
- CA47 USA Engineer District, Albuquerque
- CA51 USA Engineer District, New York
- CA62 USA Engineer District, Nashville
- CA67 USA Engineer District, Seattle
- CA72 USA Humphreys Engineer Center
- CW66 USA Engineer District, Memphis
- CW69 USA Engineer District, Huntington

NO DD Form 1057s

- CW72 USA Humphreys Engineer Center
- HA03 USPFO for Arkansas
- HA07 USPFO for Delaware
- HA15 USPFO for Kentucky
- HA20 USPFO for Michigan
- HA21 USPFO for Minnesota
- HA22 USPFO for Mississippi
- HA28 USPFO for New Jersey
- HA39 USPFO for South Dakota
- HA47 USPFO for Wisconsin
- HA90 National Guard Bureau,
- KF19 Directorate of Contracting, Fort Riley
- KF24 Directorate of Contracting, Fort Polk
- KF48 Headquarters, III Corps and Fort Hood
- SC01 HQ USAINSCOM
- SC02 National Ground Intelligence Center

NO DD Form 1057s

- SG60 USA Space and Missile Defense Command
- SG62 U.S. Army Space Command
- TM07 US Army Robert Morris Acquisition Center
- ZD61 Joint National Integration Center
- ZD72 DARPA
- ZP12 T-ASA, Sacramento Contracting Office
- ZP13 T-ASA, March Contracting Office

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B1D Bundled Contract Exception**
  - Mission Critical; A-76; Other
- **B1E Performance Based Service (formerly B1D)**
- **B5C Reserved (CAGE code not supplied)**
- **B7 Type Obligation (3 – No Dollars Obligated)**
- **B11 Total Estimated Contract Value**
  - On initial award of ALL Indefinite Delivery Contracts (IDC) regardless of any funds obligated/deobligated. Works with B7, B13F and B13G.

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B12F EPA-Designated Products**
  - Purchase products with recycled material content
- **B12G Recovered Material Clauses**
- **B13A Kind of Contract Action**
  - New Code 7 for BPA Order under a Federal Schedule
- **B13E Multiple Award Contract Fair Opportunity**
  - How Well are Orders Distributed Among the Awardees of a Multiple Award Contract

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B13F Indefinite Delivery Contract (IDC) Use**
  - Initial award of ALL IDCs regardless of obligation of funds at time of initial award.
- **B13G IDC Ordering Period End Date**
  - Last Day for orders on the IDC. (B7, B11, & B13F)
- **B15 Information, Technology Products or Service**
  - All IT buys
- **B16 Clinger-Cohen Act Planning Compliance**

FY 2002 Changes / NEW Fields in DD350 Reporting

- **E4 Requesting Activity Code**
  - ALL DOD Awards. Who is the Requiring Activity?
  - Predominance by Dollar Value Applies to Multiple Requiring Activities
- **E5 Number of Actions (formerly E8)**

FY 2003 Changes / NEW Fields

- One Field Value Change, One New Field
- New Value for C2 – Reason Not Synopsized
  - Code C – FAR 5.202(b). Enter code C if the action was not synopsized because the acquisition was subject to the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in FAR 5.2 when agencies acquire services valued between $25,000 and $100,000 from small businesses under set-asides. If the acquisition is subject to the Small Business Competitiveness Demonstration Program, Code C can not be used.

FY 2003 Changes / NEW Fields

- **E6 - Government Purchase Card Used**
  - **Line E6, Payment by Government-Wide Purchase Card (GPC). If payment is to be made by use of the GPC, enter Y on Line E6; otherwise leave blank.**

MESSAGE FROM MR. ELGART, ACTING DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)

Email dated March 07, 2001

"PARCs must provide immediate and vigorous oversight to assure that all DD350 data is accurate and coding is 100% correct."

"The code for miscellaneous (FSCs)should <u>rarely</u> be used."

DD350 edits ONLY check logic and valid codes.

ACCURACY OF DATA

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Use the Resources Available*
  - *CCR, NIST(FIPS), GSA FSS E-Library, Web Pages Provided by OSD and ARMY*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

FY 2002 EDIT ISSUES

- **Read DFARS 204.670 FIRST!**
  - **Why Report DD350 and When Report is Required**
  - **When a Contract Action Does not Require a Report**
- **Read DFARS 253.204-70 SECOND**
  - **Meaning of Every Value for Every Field When Reporting is Required.(DFARS 204.670)**
- **B7 Zero Dollars Obligated**
  - **DO NOT Report Every Administrative Modification**
  - **Related to B11 Estimated Contract Value for IDCs**

FY 2002 EDIT ISSUES

- ***B11 Estimated Contract Value***
  - ***On Initial Award of MULTI-YEAR Contracts***
  - ***On Initial Award of your 2002 IDCs ('D' contract)***
  - ***NEVER Reported Again, NEVER Changed***
  - ***Estimated Contract Value IS NOT for every DD350***
- ***MULTI-YEAR Contracts ARE NOT Contracts with Options***
  - ***Congress Must Approve Monies for All Years Prior to Initial Award (FAR 17.103)***

FY 2002 EDIT ISSUES

- DUNS IS REQUIRED FOR EVERY DD350
- DUNS Is Awaiting D&B Validation Error
  - DUNS is Unknown to the DOD Edit System
  - Monthly CCR feed will 'fix' error if CCR Registered
  - DUNS for OCONUS Vendors is MAJOR Problem
  - Only Validation Info from D&B Speeds Helps
- Check GSA Federal Schedule Contract Numbers
  - PRIOR to Award, Not After DD350 Edit Error
  - Contractors Can Give Erroneous Information
  - GSA Schedules E-Library is the Authority

FY 2002 EDIT ISSUES

- *GSA Federal Schedule Expired*
  - *GSA Supplies Info Monthly*
  - *Rarely GSA FS are Extended in 30 Days Intervals*
  - *Order Closeout Can Cause Error - Contact SAAL-PA*
- *SAAL-PA Web Pages Updated Daily at 12:00AM*
  - *'LAST UPDATED' is on Each Web Page*
  - *Only Same Date Web Pages Can Be Compared*
  - *Report Web Pages Are Updated On the Weekend*

DFARS

- **DFARS Official Version**
  - **http://www.acq.osd.mil/dp/dars/dfars.html**
- **Why and When a DD350/DD1057 is needed**
  - **DFARS 204.6**
- **Every Field and Every Field Value Described**
  - **DFARS 253.204-70 for DD350**
  - **DFARS 253.204.71 for DD1057**

GSA Federal Schedule

- **GSA Federal Schedule (FS)**
  - **http://www.fss.gsa.gov**
- **Buying from GSA**
  - **http://www.gsaadvantage.gov**
- **Check FS Contract Number(Schedule E-Library)**
  - **http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp**

DUNS

- **CCR Validation REQUIRED**
  - **http://www.ccr.gov**

- **SAALT-PA Computer**
  - **TELNET Access**
    - **TELNET prmis.saalt.army.mil**
    - **type HELLO xxxx,LOOKUP.CODES**
      (xxxx=Office code) OR
  - **WEB Access**
    - **http://prmis.saalt.army.mil**

- **DoD Web Page**
  - **http://web1.whs.osd.mil/peidhome/guide/procoper.htm**
  - **Userid is dunsfile; Password is myprop**

FIPS 55 (City and State Codes)

- **FIPS Codes by Number**
  - **http://www.itl.nist.gov/fipspubs/**
- **City and State Codes**
  - **http://geonames.usgs.gov/fips55.html**
  - **Class Codes with X or Z are not valid on DD350**
- **Country Codes**
  - **http://164.214.2.59/gns/html/fips/fip10-4.html**
  - **Only Places not listed in FIPS 55-DC3 use FIPS 10-3**
  - **ONLY the two letter codes are valid on DD350**

NAICS, FSC, SYSTEM Codes

- **NAICS Search Capability**
  - **http://www.naics.com**

- **FSC & SYSTEM Codes**
  - **http://prmis.saalt.army.mil**

FIELD INTERELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - **Bundled Contract & the Bundled Contract Exception**
  - **Performance Based Service Contract**
  - **Place of Performance (City & State Codes)**
  - **Foreign Military Sale**
  - **Multiyear Contract (NOT annual options to exercise)**
  - **FSC, NAICS, Weapon System Code**
  - **Contain EPA Designated Products**
  - **Include Recovered Material Clauses**

FIELD INTERELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - Multiple Award Fair Opportunity
  - IDC Use & Closing Date
  - Commercial Item
  - IT Product/Service
  - Clinger-Cohen Act Compliance
  - Size of Business
  - Set-Asides
  - Women-Owned

TIMELY REPORTING

- ***KO Obligates Money from 1st thru Month End***
- ***Reports are Recorded in Computer System Within 1 Day of Award***
- ***Reports are Complete and Accurate***
  - ***Information Reflects Procurement Process***
  - ***Information IS NOT "Adjusted" to Fit the Edits***
- ***All Reports Created for the Month arrive at SAAL-PA by COB 1st Day of the Next Month***
  - ***Send DD350 Data Bi-weekly, Weekly, or Daily***
  - ***Send DD1057 by the 1st Calendar Day***

TIMELY REPORTING

- **Send Data and Check Web Page after 48 hours**
  - **http://prmis.saalt.army.mil/**
  - **Underlined Numbers are Links to More Detailed Info**
- **Army DD350/DD1057 Status**
  - **Don't Assume the Data Sent Was Accepted When There Are No Edit Errors - Transmission Can Fail**
  - **Check GOOD 350/1057 Web Page for Acceptance**
  - **Check Failing 350/1057 Web Page for Error Messages**
  - **Check for 350s not Received at HQDA**
    - **350 not on the GOOD 350 and the Failing Edits Webpage**
  - **Error Messages Are Shown for DD1057 and DD350s**

SUMMARY

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Use the Resources Available*
  - *CCR, NIST(FIPS), GSA FSS E-Library, Web Pages Provided by OSD and ARMY*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

SUMMARY (continued)

- **Conduct DD350 Training Classes ANNUALLY**
  - **Familiarize People with New Requirements**
  - **DFARS is Published Prior to October 1.**
  - **SAAL-PA Can Assist with Training Classes**
- **Timely Reporting is Close Second Issue**
  - **MONTHLY Reconcile Local Numbers to HQDA stats**
    - **Send data to HQDA (350s weekly; 1057 by the 1st)**
    - **After 48 hours Check sent-data Status on HQDA Webpage**
    - **Local Stats MUST = HQDA Accept + Failed Edits Reports**
    - **Correct Failed Edits ASAP**
- **DD350/1057 Are Used Monthly by DoD & ARMY**

APPENDIX - Prior Year's DD350 Changes

FY 2001 Changes / NEW Fields in DD350 Reporting

- A3A FIPS 95 code
  - (2100 - Army, 96CE - USACE, 9700 Defense Agency)
- A3B is Office Code (formerly A3, still 4 positions)
- B1C - Bundled Contract
  - FAR 2.101 and the contract value exceeds $5,000,000
- B1D - Performance Based (PB) Service Contract
  - Contract value exceeds $100,000 and at least 80% of the contract value is for PB work (FAR 37.6)

FY 2001 Changes / NEW Fields in DD350 Reporting

- B12D NAICS code
  - http://www.census.gov/epcd/www/naicstab.htm
  - http://www.sba.gov/size/NAICS-cover-page.htm
  - www.naics.com - commercial website
- D1B - Women Owned Business (formerly D6)
- D1C - HUBZone Representation (formerly D1B)
- D1D - Ethnic Group (formerly D5)
- D1E - Veteran-Owned Small Business

FY 2001 Changes / NEW Fields in DD350 Reporting

- D4A - Type of Setaside (formerly D4A- D4D)
- D4B - Type of Preference (formerly (D4B, D4D)
- D4C - Premium Percent (formerly D4E)
- E3 Non-DOD Agency
  - a purchase on behalf of a non-DOD agency
  - separate DD350 for DOD and non-DOD parts of buy
- E4 Non-DOD Office Code
- E8 Number of Actions

FY 2000 Changes / NEW Fields in DD350 Reporting

- ALL Very Small Business Pilot Program Actions
  - Regardless of Dollar Value Are Reported on DD350
- ALL SB Competitiveness Program Actions(DIGS)
  - Regardless of Dollar Value Are Reported on DD350
- Report Number (A2) is six digits (000001)
  - 7000-7999 Numbers for Under $25k DD350 are Gone
- GSA Schedules (B1A) are Included in SB Goals
  - Contract Number Accuracy is Paramount
  - HQDA Matches to GSA Schedule File

FY 2000 Changes / NEW Fields in DD350 Reporting

- B5F TIN is Required until CCR Link is Improved
- Contract Type - M=Fixed Price Award Fee
- Hubzone Representation (D1B)
- Type SB Setaside(D4A) - F=Very SB Setaside
- Hubzone Preference (D4D)
- E1 Contingency Action used to be E4.
- E2 Cost Accounting Standards Clause (FAR 30)